

Welcome to The Promethean ActivBoard and ActivInspire

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Rebooting the ActivBoard

Just like you occasionally need to reboot a computer, you may also need to reboot your ActivBoard. Follow the steps to reboot your ActivBoard:







Adjust your AB+2 to the lowest level. Behind the ActivBoard locate the power cable. Pull the black cable out of the gray cable for 15 seconds. Re-plug cable back in.



Maintenance Tips for ActivBoard

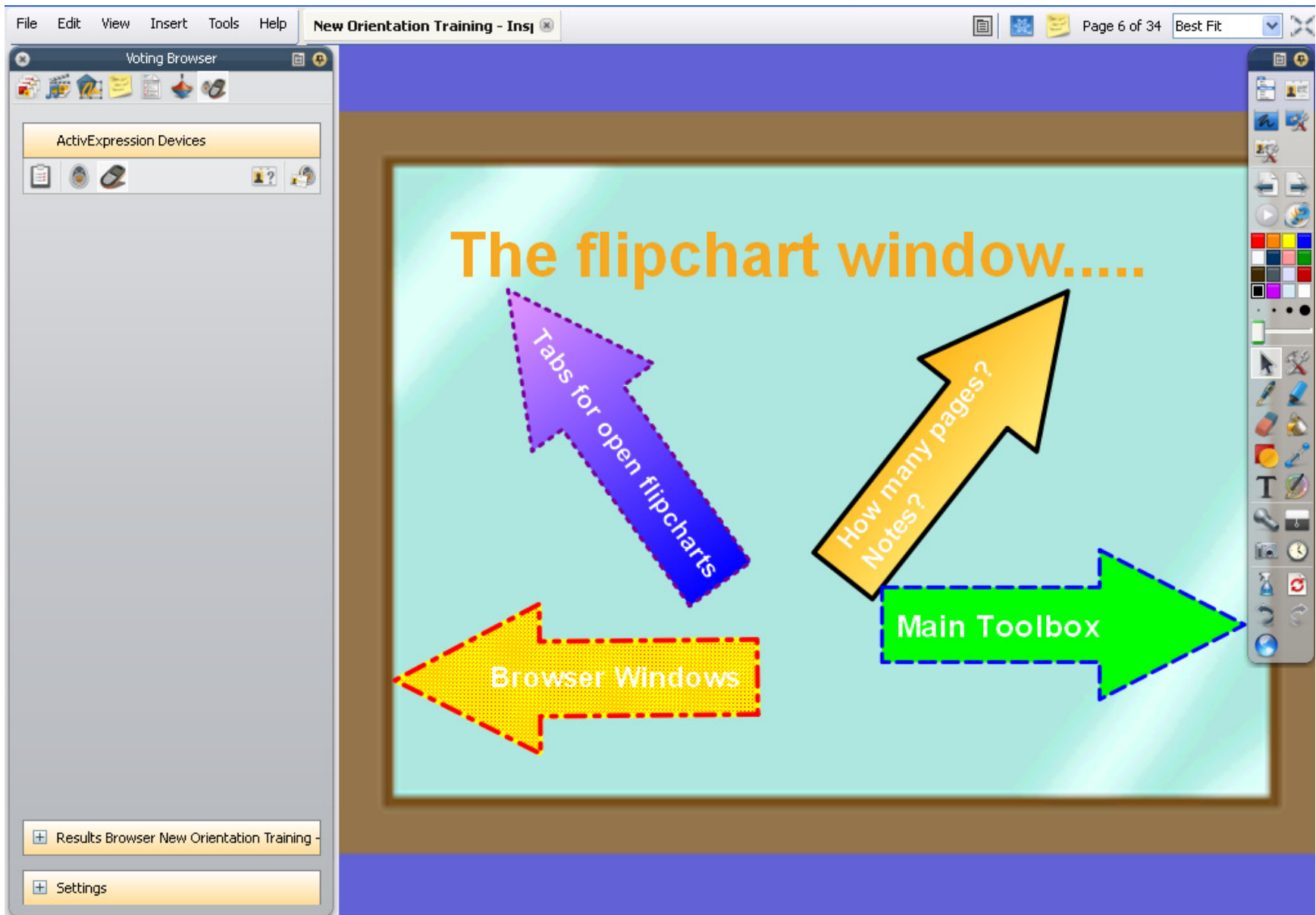
Your ActivBoard is constructed of extremely durable, Formica-like material. ActivBoards are designed for student interaction! Below are some maintenance tips:

-  Do not use abrasive powders, soap, detergents or petroleum-based cleaners or solvents.
-  Scratches cannot be repaired or removed and will make ink and stain removal in that area difficult.
-  Due to the high quality of the projection surface, it is not recommended that anything but the ActivPen be used on the ActivBoard.
-  If the surface needs cleaning after the accidental use of dry erase or permanent markers, we recommend using dry erase marker board cleaner, sparingly.

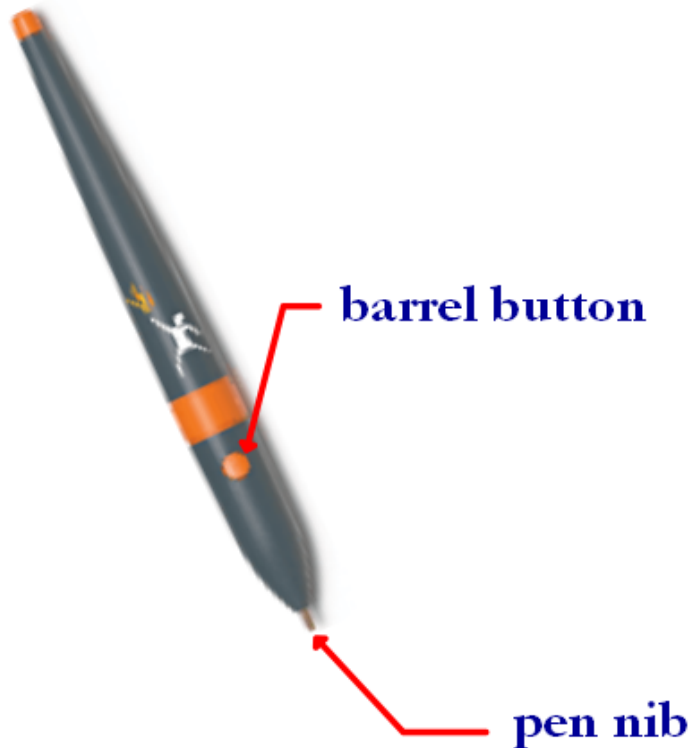


Cleaning Your Filter



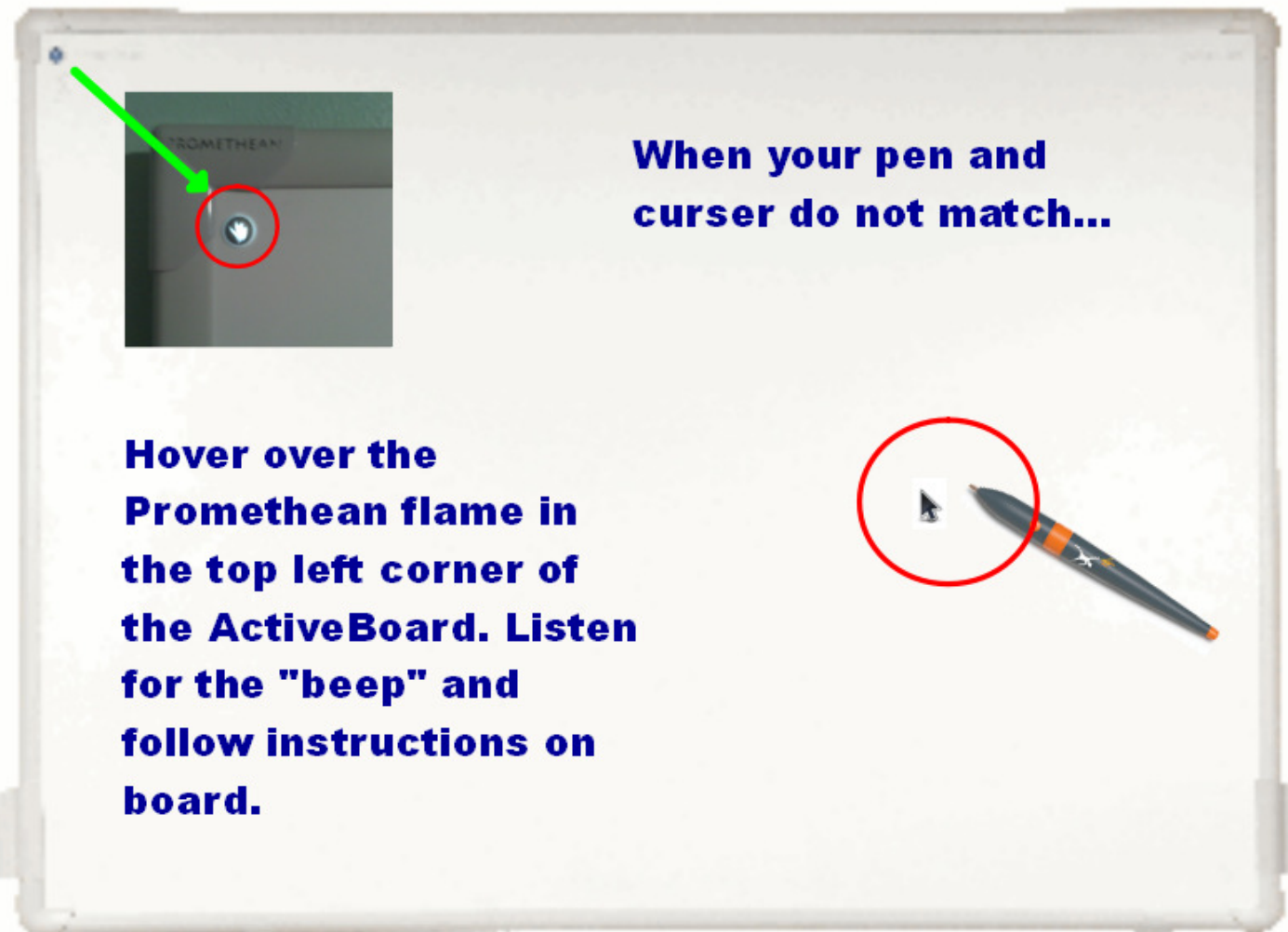


Using your ActivPen®



- No batteries
- Left click - **tap once**
- Double click - **tap twice**
- Right click - **hover and press barrel button**
- Hover to do roll over's

Calibrating the ActivBoard

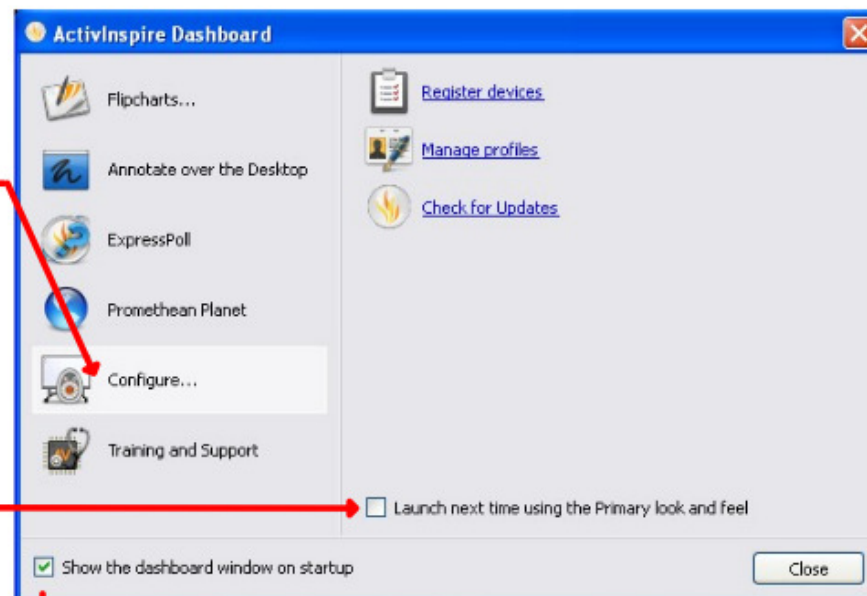


ActivStudio vs ActivPrimary

You can now easily change between ActivStudio and ActivPrimary interfaces.

Click the Configure icon.

Check the *Launch next time.. box*



Show Dashboard

Select **main menu**



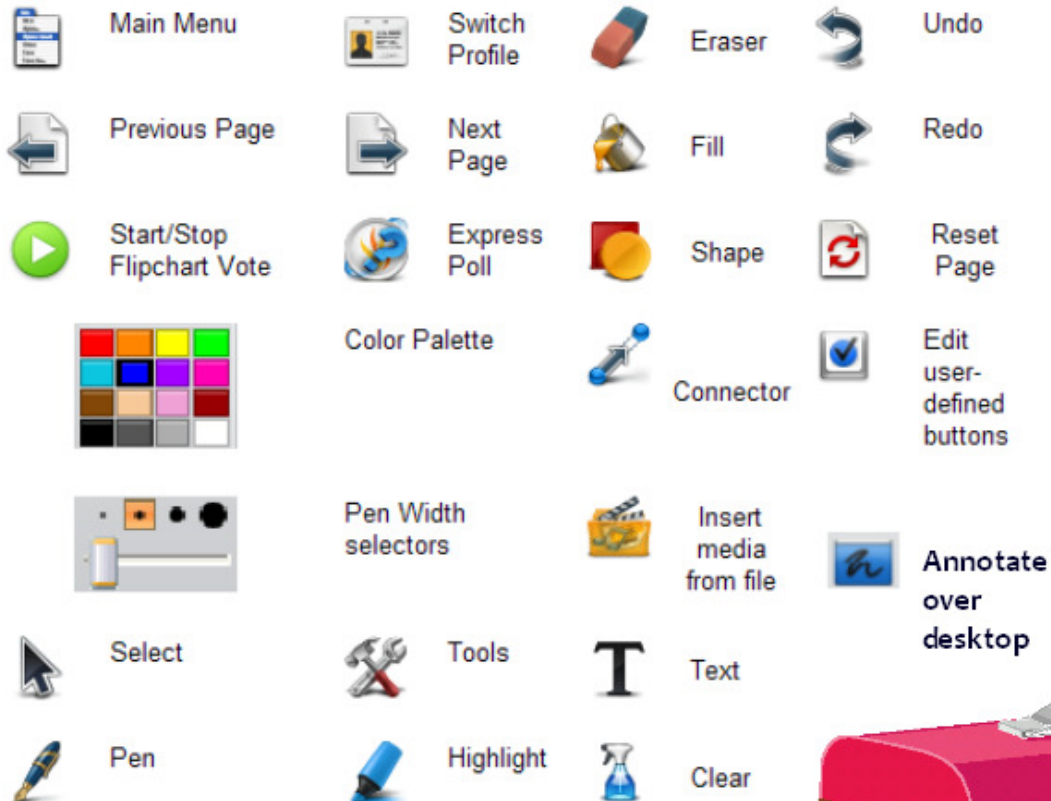
Select **view**

Choose **dashboard**

If you don't want your dashboard to pop up every time you open Inspire, check this box.

Main Toolbox

ActivInspire
Professional



Create a Standard Flipchart

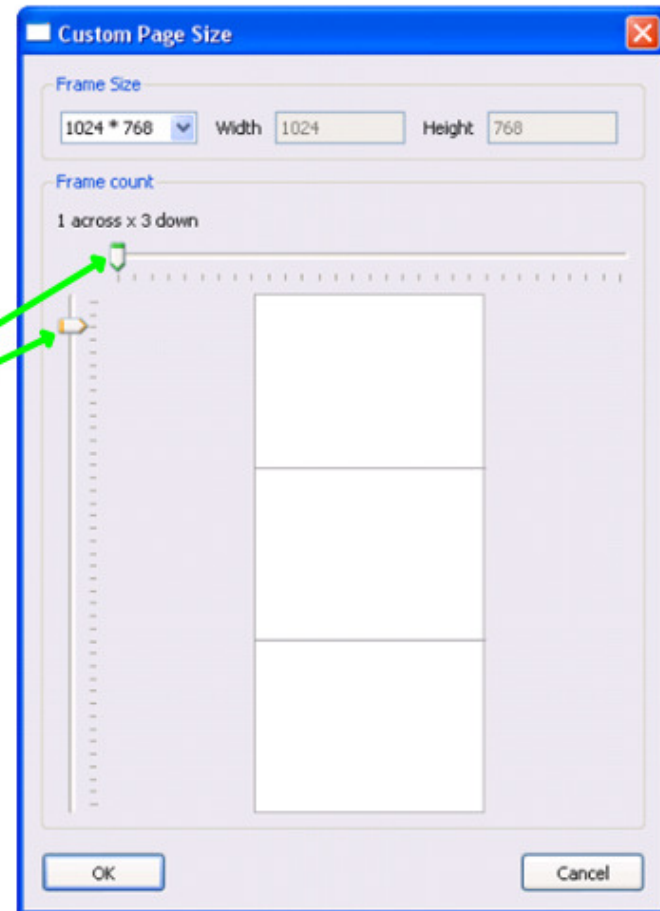
- **Launch ActivInspire**
- **From the main menu on the main toolbox, choose:**

File> New Flipchart

Create a Custom Flipchart

From the Main Menu,
select the **File > New**
tab and choose
Custom Size Flipchart

Use horizontal and
vertical sliders to
create your
custom size
flipchart. Select
OK when finished



Using the Pen, Highlighter & Eraser



Pen tool



Highlighter tool
(over the green pen)



Eraser tool (over a large
green pen)

Annotation

Objects drawn with the
pen or highlighter are
known as annotations.

Clicking on an annotation will bring
up the object marquee handles



More Lines

To access additional lines click on the shape tool in the main toolbar.



This will bring up a menu of shape and line tools. For even more tools click on the arrows at the bottom.



Note: These shapes will be filled when you put them on the page. If you want an outline of the shape click on the X in the shape color palette.

The main color palette determines the outline color.



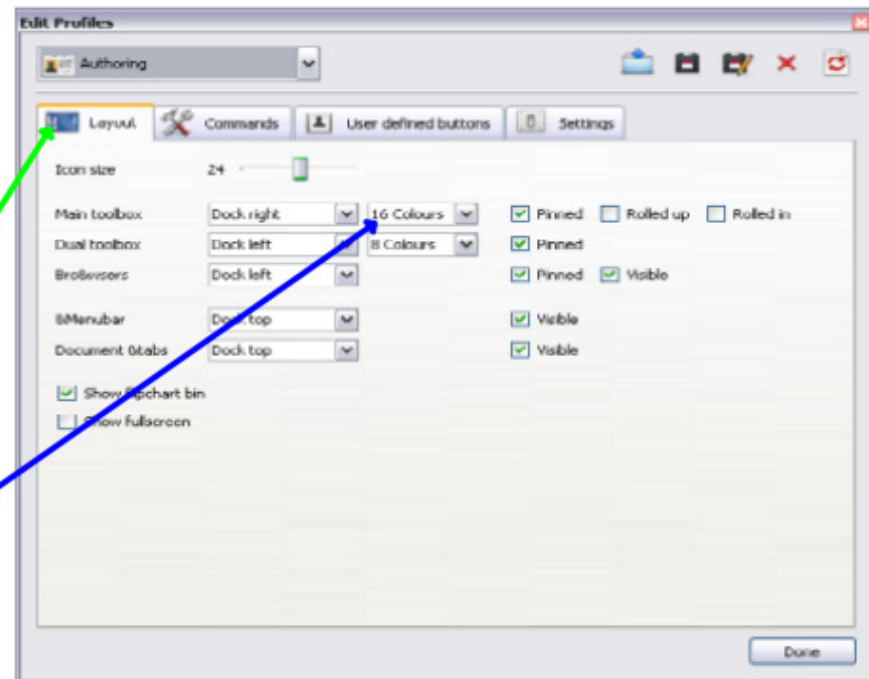
More Colors

For a bigger color palette:

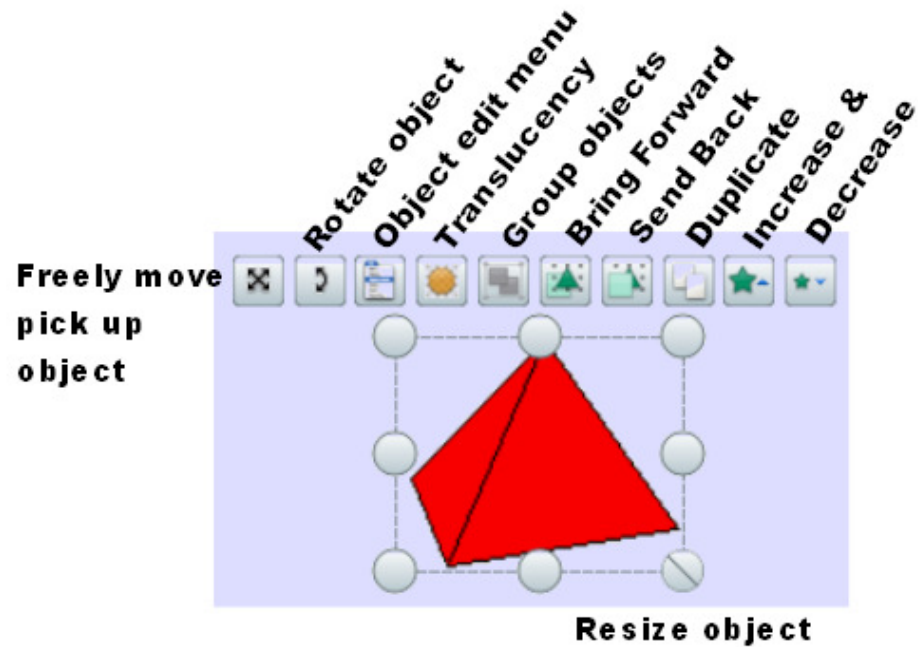
Go to **View > Customize**
This will bring up the
Edit Profile Menu.

Click on the **Layout** tab

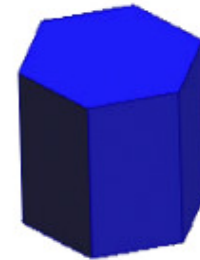
Choose the amount of
colors you want displayed



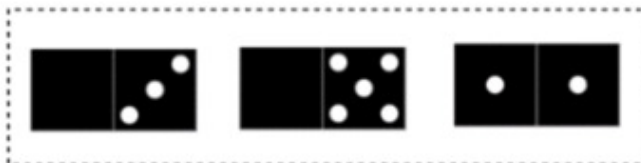
Manipulating Objects



Try It!

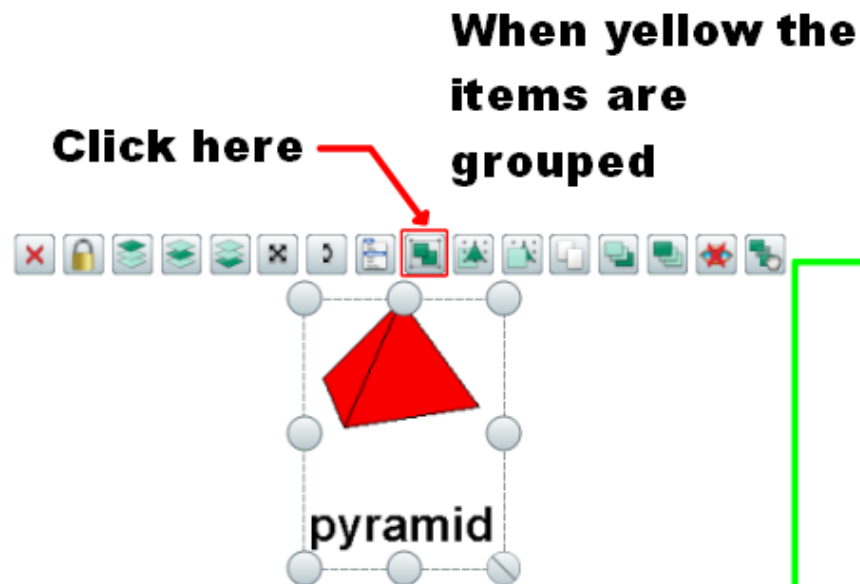


You can select multiple objects by drawing a box around the objects you want to select using the marquee tool

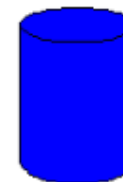


Grouping Objects

To group objects together, use the Marquee tool to select all the objects to be grouped.

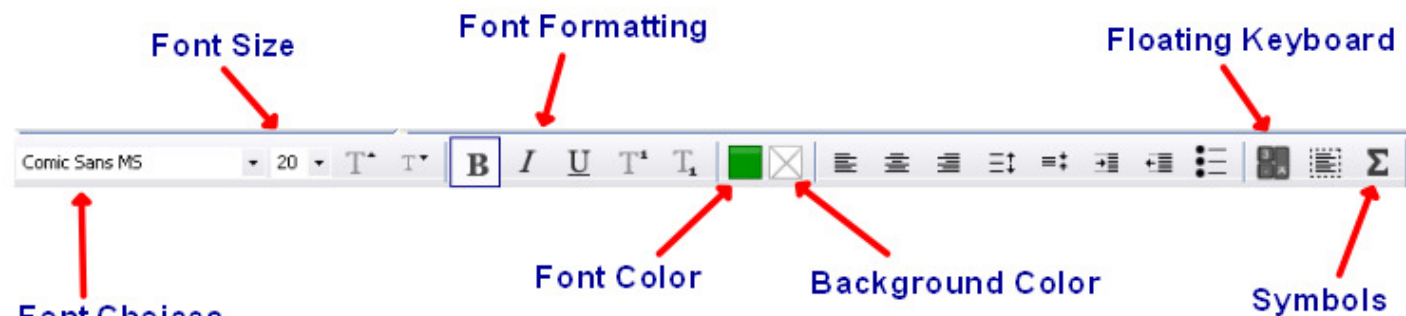


Try It!



cylinder

Working with Text Boxes



Entering text into your flipchart:

- click on the text icon
- click where you want to type

Clicking on this icon will bring up the text toolbar



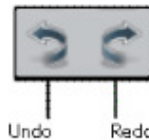
Editing existing text:

- click on text box to bring up the marquee handles
- click on edit text icon



Removing Items from Flipchart

Undo/Redo buttons



Trash Can



Right click on object

Choose delete
from right click
menu

Clear Tool



Select & delete
key

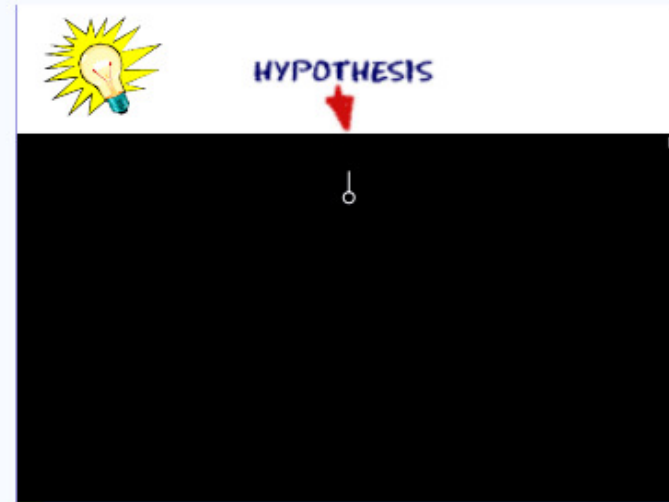
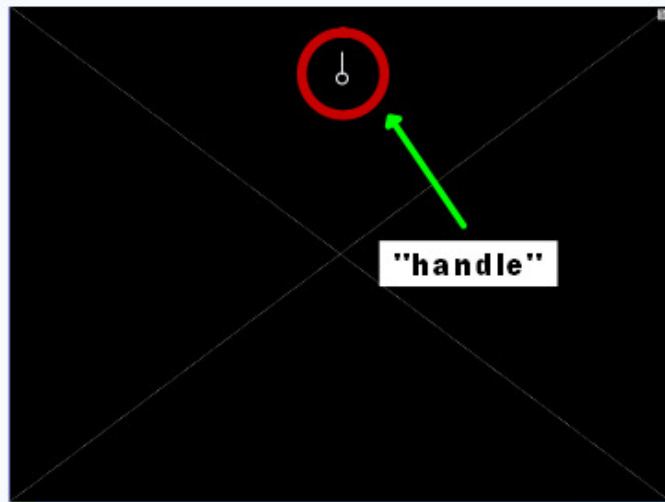


Eraser



This will only get
rid of
annotations

The Revealer Tool

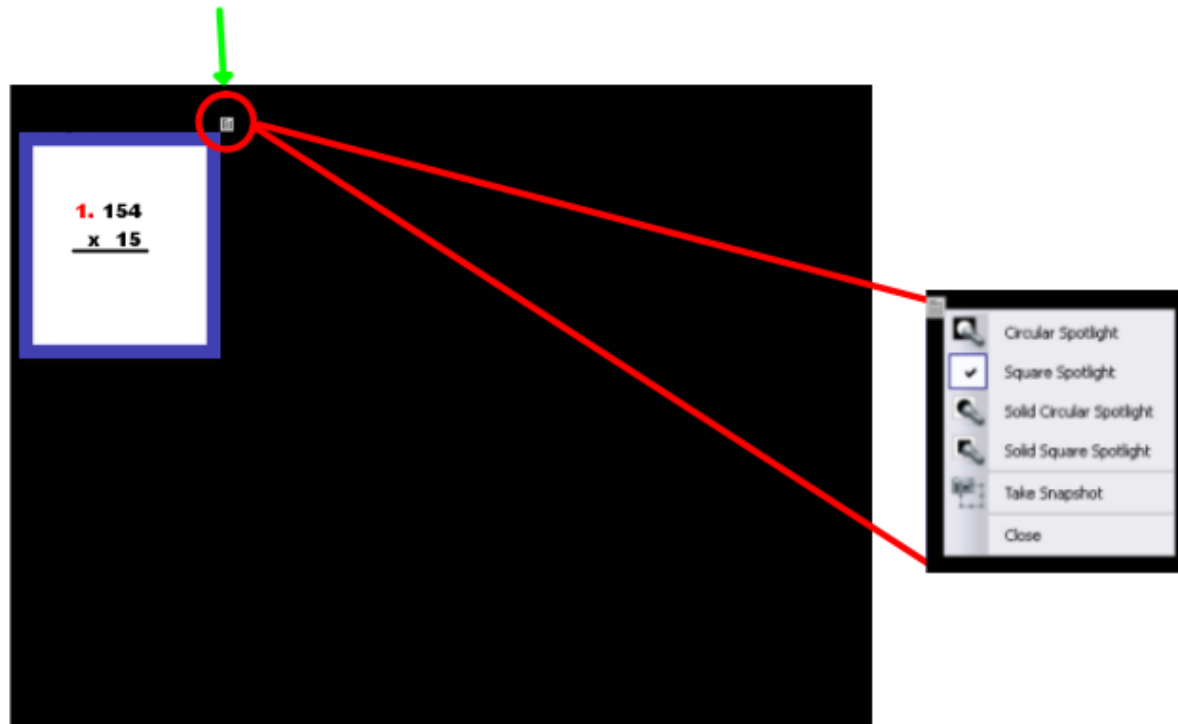


The Revealer tool can be pulled open in any of four directions. However, it can only be opened in one direction at a time. To pull it open place the "handle" to the side you would like to pull open and drag to opposite side.

The Spotlight Tool



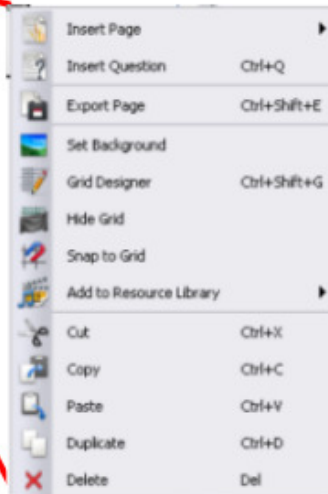
Clicking on the "mini-menu"
will bring up more options.





The Page Browser

shows all the pages of your flipchart.

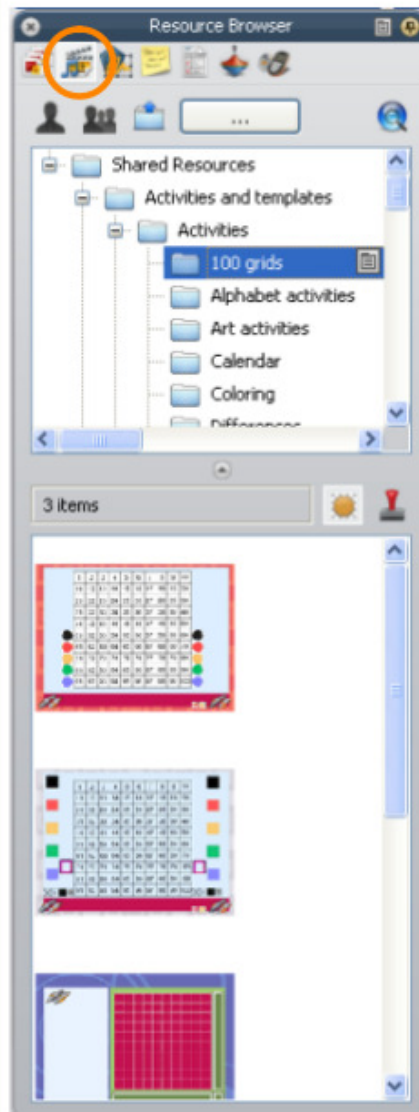


Clicking on the "mini-menu" will bring up a list of page options for each page.

The slider will allow you to change the size of the page tiles.

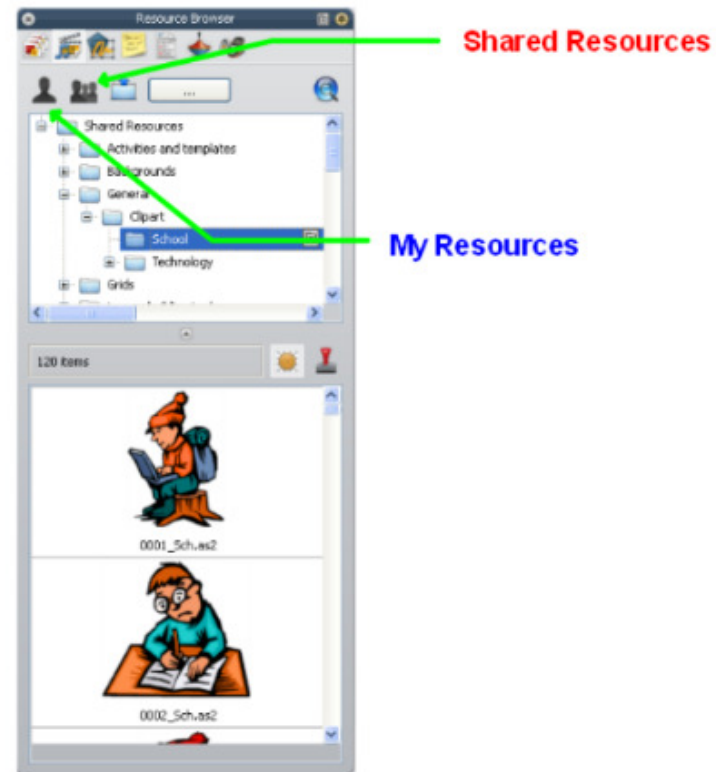
The Resource Browser

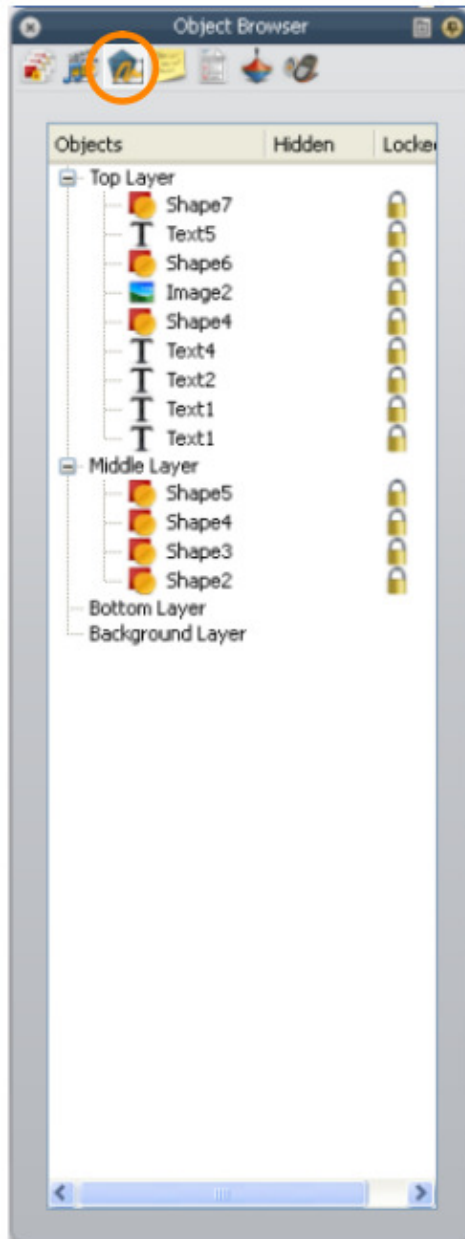
shows all the resources in "My Resources" and "Shared Resources"



To access the resource library:

Go to your resource browser. If your resource browser is not visible, first hover mouse on the left side of your screen. If it does not appear, then on the main menu, go to view>browsers.





The Object Browser

Shows all the items on the page, what layer they are located, and what state they are in.



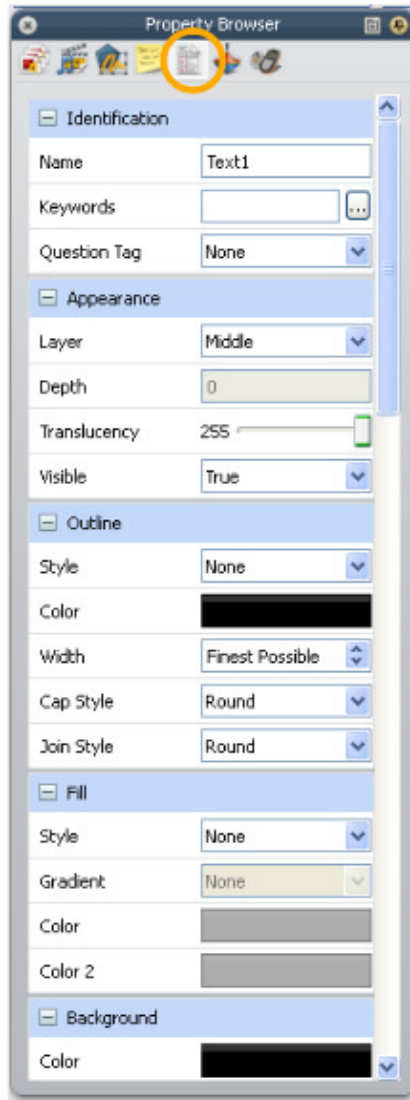
The Notes Browser

**shows all the notes
attached to the
current page.**

Look here on downloaded flipcharts for information
and instructions about the activities or add them to
your own flipcharts.

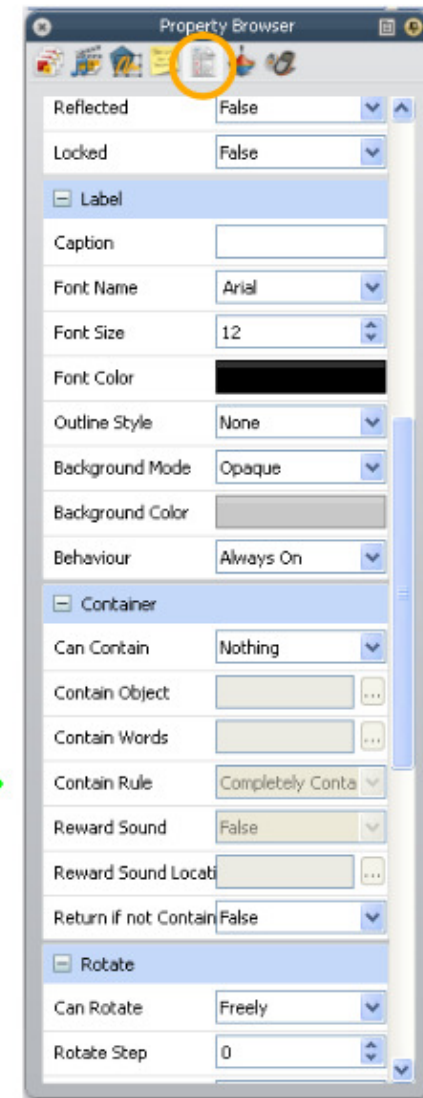
The Property Browser

**Shows the property
of page or selected
objects.**



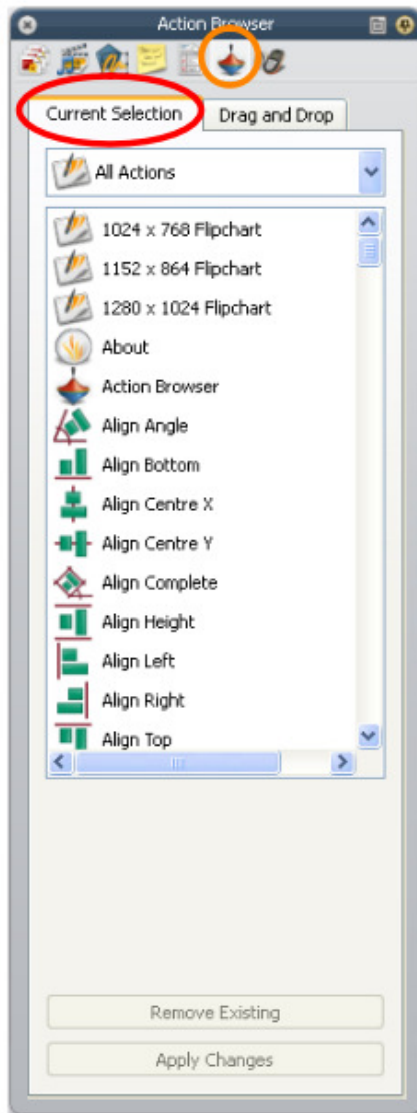
← Page Properties

Object Properties →



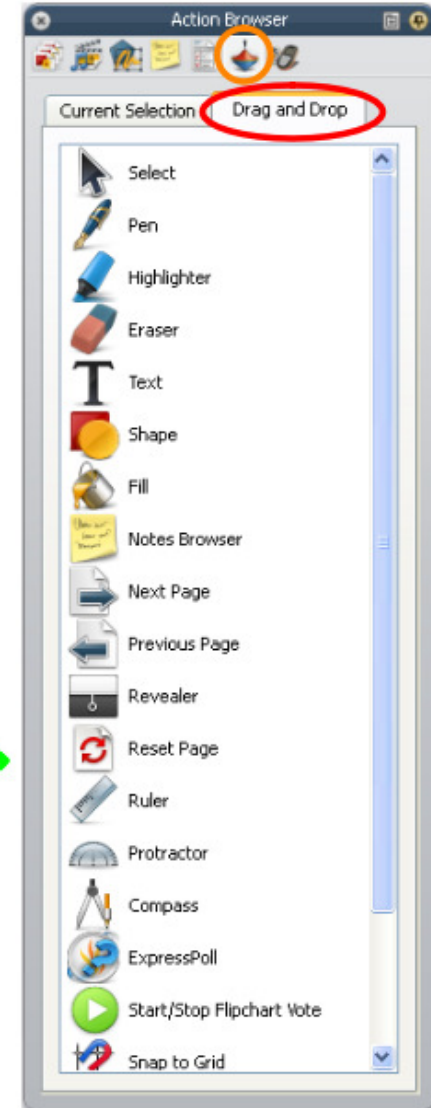
The Action Browser

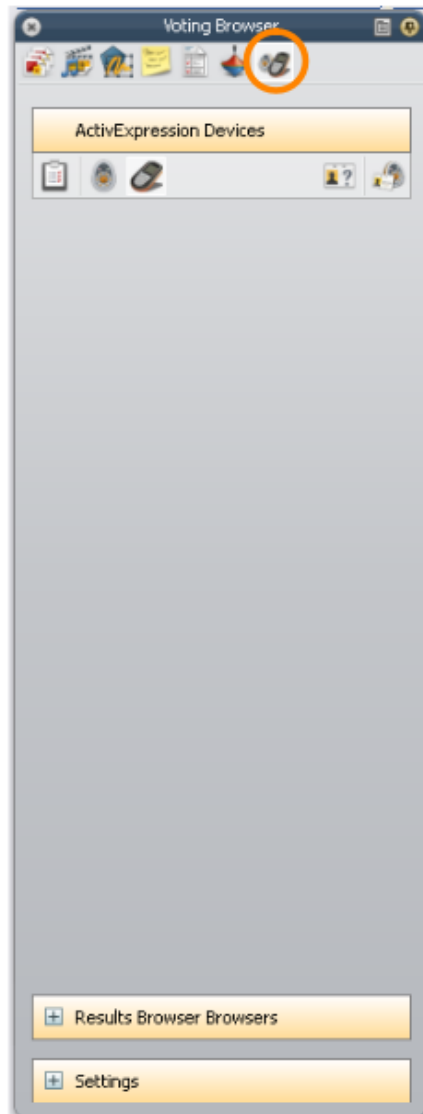
**allows you to
attach actions to
individual objects.**



← Full selection of actions

Drag and Drop Actions →





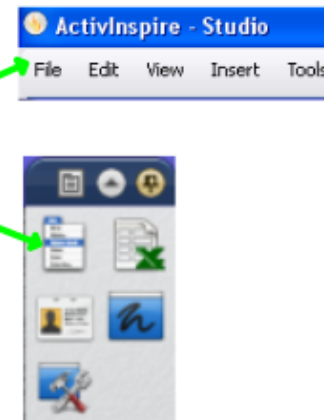
The Voter Browser

**manage your learner
response system.**

Saving Your Flipchart

To save a flipchart:

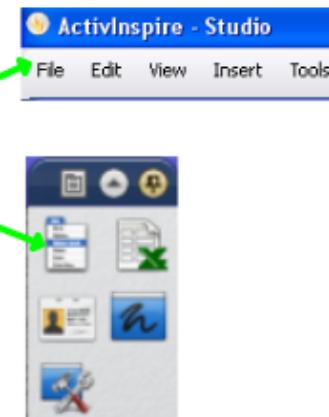
- Go to either main menu then open **file** ➤ **Save as**
- Choose a save destination
- Choose a name for your flipchart



Note: After saving your flipchart once, you can then use the keyboard keys **Ctrl "s"** to save changes quickly.

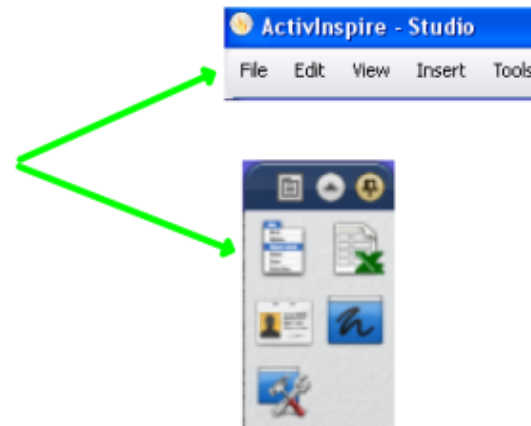
Open an Existing Flipchart

To open up an existing flipchart, you can go to either main menu, then **open file > open**.



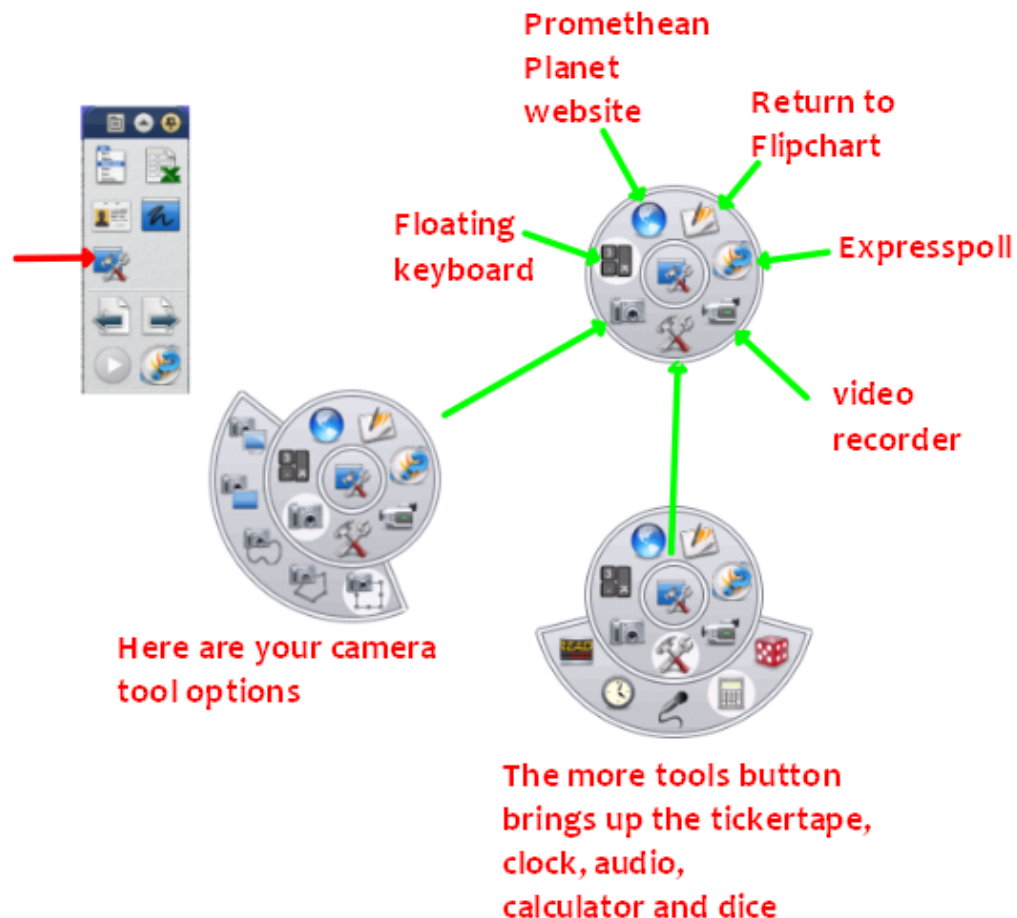
Open a Recent Flipchart

To open up a recent flipchart, you can go to either main menu, then **open file > open recent**.



Desktop Tools

If you want to work on your desktop, you can click on your desktop tools. This allows you to work on your computer, but also have a small wonderwheel of tools available should you choose to use them.



Desktop Annotate



To annotate over other programs, click on the Desktop Annotate icon. This tool places a clear sheet of paper over the top of any program on your computer for you to annotate over. You can access other tools from the main toolbox as well in Desktop Annotate mode.